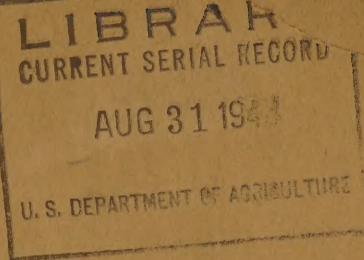


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
Washington, D. C.



September 18, 1942

AGENCY OFFICE ORDER NO. 1

The series of "General Office Orders" established on August 28, 1933, with the issuance of General Office Order No. 1, is hereby discontinued. General Office Order No. 78, dated February 28, 1941, is the concluding issue of the series.

A series of "Agency Office Orders" is hereby established. Orders in the new series will be issued numerically as the need arises for formal action or notice by the Office of the Chief in the field of general administrative matters. In accordance with established procedure, orders originated for issuance in this series should be routed to this office. Upon execution the original thereof will be transmitted to the Division of General Service for mimeographing, distributing, and filing purposes.

Fred S. Wallace
Fred S. Wallace
Chief

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
Washington, D. C.

September 18, 1942

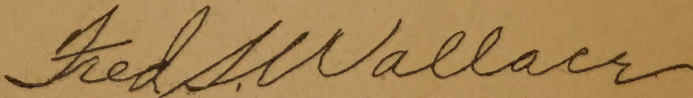
AGENCY OFFICE ORDER NO. 2

Effective October 1, 1942, the Division of General Service is redesignated as the Division of Service Operations. Mr. Paul R. Preston will be Chief of the Division. As of that date the Property and Supply Section is redesignated as the Procurement Section, and the Clearance Section is redesignated as the Communications and Records Section.

There is hereby established in the Division of Service Operations the Administrative Expense Section. This Section is charged with the responsibilities for the preparation of the administrative analyses, reports and recommendations, and the performance of related work, set forth in a memorandum from the Chief Fiscal Officer to Division Directors, dated May 21, 1942.

As officially constituted the Division of Service Operations shall be composed of the following sections: (a) Procurement Section, (b) Space Acquisition Section, (c) Printing and Document Section, (d) Communications and Records Section, (e) Stenographic-Reporting Section, (f) Administrative Expense Section.

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Fred S. Wallace
Chief

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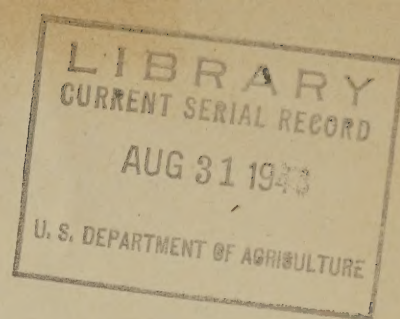
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Washington, D. C.



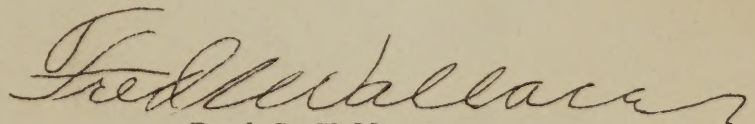
October 16, 1942

AGENCY OFFICE ORDER NO. 3

Subject: Clearance of Agreements Involving Funds with the Budget Section.

It has come to my attention from time to time that agreements have been entered into between officers of the Agricultural Adjustment Agency and other bureaus or agencies involving the use or obligation of Agricultural Adjustment Agency funds and that in many cases the officers responsible for the fiscal and budgetary functions of the Agency had no knowledge of such agreements. In some instances this has resulted in considerable difficulty in obtaining the necessary funds with which to carry out commitments made, and in other instances commitments have been made which would call for the expenditure of funds for purposes other than those for which such funds were appropriated.

In order to avoid further instances of this nature, effective immediately, all agreements, in any form, involving transfers of funds by the Agricultural Adjustment Agency to other Governmental agencies, transfers of funds from other Governmental agencies to the Agricultural Adjustment Agency, the rendering of services to the Agricultural Adjustment Agency on a reimbursable basis by other Governmental agencies, or the rendering of services to other Governmental agencies by the Agricultural Adjustment Agency on a reimbursable basis shall be concluded only after being concurred in by the Budget Officer, and there shall be furnished to the Budget Section a copy of such agreement as concluded, together with copies of any interpretative correspondence relating thereto.


Fred S. Wallace
Chief

